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*Office Memorandum* / UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 31 March 1955

FROM : Acting Chief, Training Publications Branch

SUBJECT: Weekly Activity Report No. 13  
23 - 30 March 1955I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMS

- a. The index to "Clandestine Publications" has been drafted. It and kindred supplementary material will be delivered to Chief/OS on 1 April.
- b. A report on the OTR history project will be sent to Chief/PPS on 1 April.
- 25X1A c. A proposal from [ ] Assistant Comptroller, concerning a financial management handbook has been reviewed. Findings were reported to Chief/PPS on 29 March to provide him with basis for effecting further arrangements.
- d. Concerning "Guide to Staybehind Operations," WE Division, for which it was prepared, promises a written appraisal by 6 April.
- 25X1A e. [ ] of General Counsel, has volunteered some emendations to the Collection manual. AC/TPB will confer with him on 31 March.
- f. Acting Chief/TPB was on leave for the week 21-25 March.

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